

SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting #3

2023-2024



SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Approved by AICTE and affiliated to A.P.J. Abdul Kalam Technological University Thiruvananthapuram (Managed by Sree Narayana Gurukulam Charitable Trust Promoted by SNDP Yogam, Kunnathunadu Union)

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2023-24

13/12/2023

Circular-Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be conducted on 14/12/2023,11.00, am at Board Room.

Agenda:

- Review of the previous meeting minutes
- 1st internal audit analysis
- Planning of academic activities for the next month
- 2nd internal audit
- Any other quality initiatives

PRINCIPAL

Copy to:

1. Principal & Chairperson

2. CEO

3. Dr. Alby S - CA, Coordinator

4. IQAC Members

5. Reception

6. File

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	Venne: Board Room.	Date. 14	-12-2023			
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	Members Present:					
	Name.	esignation/Role.	Signature.			
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2	Dr. Alby .s	CSE Co. Oschinatos.	23			
3	Dr. Alby.s Nimmi M.K	AP, / IQAC Dept Comed	nator (Niese			
4	Dhanya Sukumaran	AP, I DAC Wept Co.	adimator of			
5.	Sovitha Sothyan Dr Jaget Babu MR	Assoc. Prof / IGAC Dept. Cox	rdinater So			
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J.	Reji PR	Asst Professor/Accelled Asst Professor/IDAC depto	des			
8	Seena George.	Asst Professor/ TOAC depter	ordinator Sab			
9.	Jena Mathew Di. Rajami Sunny T DUNIYO PS	Asst Professor I DAC dept Acst Pag MBA Dept Ac Asst Pag MBA Dept Ac	· Coordinator			
10-	Dr. Rajami Sunny T	Asst Per MBA Dept 10	DAC Lowdent &			
11.	DUNIYB OPS	Asst Part MBA Dept Ac	ditox Sis			

Quarterly Meeting	Meeting 1	No:3/2023-24			
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oard Room	Date:14/12/2023		Time :11.00am		
venue. Board Room		Date:14/12/2023		Time .11.00am	
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corrections and suggestions identified in the previous audit have been effectively					
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5	2 nd internal audit The second internal academic audit of ODD semester 2023-2024 will be conducted during the first week of January 2024.	IQAC Coordinator	First week of January 2024.
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6	 Planning of Activities FDP on Research publications Motivational talk for the staff members 	Coordinators	January
7	Dr Alby S concluded the meeting by expressing the gratitude towards all HoDs and the IQAC members for their active participation and support.		
M	eeting adjourned at 12.30 pm	A_ACos	
	r. Alby S oordinator)	. Kemthose P Pa PRINCIPAL	nul

ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting heldon 14/12/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

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No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Follow up audit	Prepared schedule and informed	14/12/2023
		the audit team.	
2	The second internal academic	Informed the internal audit team	14/12/2023
	audit of ODD semester 2023-	and the faculty members.	
	2024 will be conducted during		t .
	the first week of January 2024.	Conducted on 8/1/24 & 9/	1124.

IQAC Coordinator

PRINCIPAL